

Dam Repair Assistance Grant Program Application Checklist
Attachment E

The following eight items are required from all grant applicants to constitute a complete grant application for the Dam Repair Assistance Grant Program:

- ☐ Completed Application Form (Attachment A - SCDES Form D-25-0005)
- ☐ Project Timeline Identifying Milestones (for the proposed Scope of Work)
 - See Attachment C – Milestones Worksheet Template for Non-Construction Projects or Attachment D – Milestones Worksheet Template for Construction Projects
- ☐ Detailed Budget (for the proposed Scope of Work)
 - Includes the project's cost estimate and provides a breakdown of project costs by major category, which may include but is not limited to: engineering and other services, construction, construction monitoring/supervision/testing, equipment, supplies, and project contingency. A detailed description of the owner's in-kind contributions and estimated value thereof should also be included in the budget.
 - Please note the cost estimate for construction projects has specific requirements described below
- ☐ Copy of Property Deed(s) (or alternative proof of dam ownership in cases where ownership is not by fee simple title to property)
 - Due to the variety of potential ownership structures SCDES cannot give a specific list of required documents, but potential applicants are encouraged to be as thorough as possible. Ideal documentation fully addresses all parcels that contain any portion of the dam and appurtenances and if applicable, any legally binding assignments of responsibility for the dam conveyed through covenants, restrictions, court settlements, or other equivalent action (see below). Documentation showing the applicant has acted in the role of the dam's owner or has been previously identified as an owner by SCDES or other relevant entities also can be provided. Documentation conclusively ruling out other potential parties as dam owners or that demonstrate that potentially applicable covenants, restrictions, etc. do not have any bearing on the dam's ownership may also be provided. Documentation confirming the dam's identified co-owners (if available) should also be provided, especially if those co-owners have signed a letter supporting the project. Documentation that has bearing on ownership but has not previously been a public record (if applicable) is of particular interest as that would have not been available to SCDES during prior ownership reviews.

Additionally, as applicable, the following items must be provided with your grant application:

- ☐ Covenants, easements, and any other encumbrances to title (if checked on SCDES Form D-25-0005)
- ☐ Current By-laws (for Homeowner Associations or other community associations, if applicable)
- ☐ A letter stating that all dam owners are in support of the project, cosigned by all dam owners (applicable only to multiple owner situations; not applicable to dam removal projects)

For Construction Projects ONLY, grant applicants must provide the following additional items:

- ☐ Construction cost estimate prepared by a licensed Professional Engineer registered in South Carolina with a signed statement that the cost estimate is complete and accurately reflects current economic conditions, pricing trends, and industry data to the best of the engineer's knowledge.
- ☐ Preliminary Engineering Report (PER) signed by an Engineer
 - Required only if the project has not received its dam safety permit nor has a complete permit application ready at the time of application
 - PER must provide a design basis, address regulatory requirements that will apply for the given scope of work and specific project circumstances, challenges the project may face, an alternatives analysis, and contain project design details sufficient to show that the project can be expected to be fully permitted and constructed within the grant's period of performance.